

WinSALTS_{/32}

The 32-bit version of the WinSALTS Program

WinSALTS_{/32} Operator's Manual

Volume 1 – Email, SALTS-Grams and QDRs

Version 5.01

SALTS CENTRAL

Naval Inventory Control Point
Code P-04E (SALTS)
700 Robbins Avenue
Philadelphia, PA 19111
215.697.1112
DSN 442.1112
Email: help@salts.navy.mil

SALTS Detachment Offices

Norfolk
757.836.3091
DSN 836.3091
Email: norfolk@salts.navy.mil

San Diego
215.697.1112
DSN 442.1112
Email: help@salts.navy.mil

Pearl Harbor
808.473.7526
DSN 473.7526
Email: pearl@salts.navy.mil

AUGUST 6, 2001

WinSALTS/32 USER LOGON SCREEN

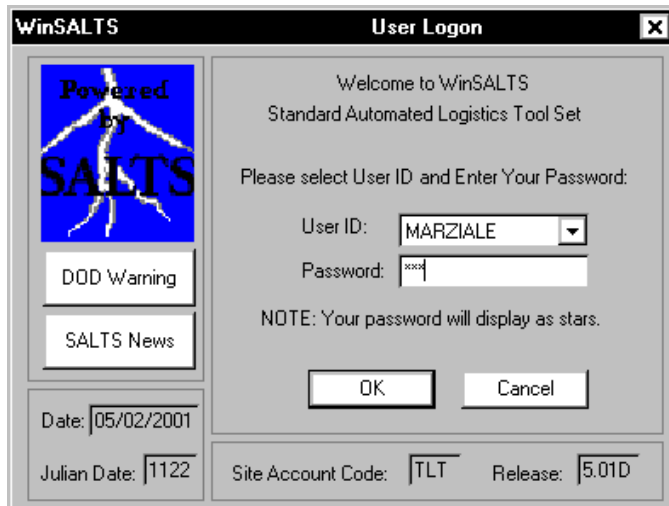
This is the WinSALTS/32 User Logon screen. You must have a User ID and Password in order to gain access into the SALTS program. Contact the local SALTS Administrator for a User ID and Password. Other pertinent information in this box is the 3-character Site Account Code and the Release (version) number of the software.

Click the DOD Warning button to see computer security information.

Click the SALTS News button to see important SALTS news.

Enter your User ID and Password.

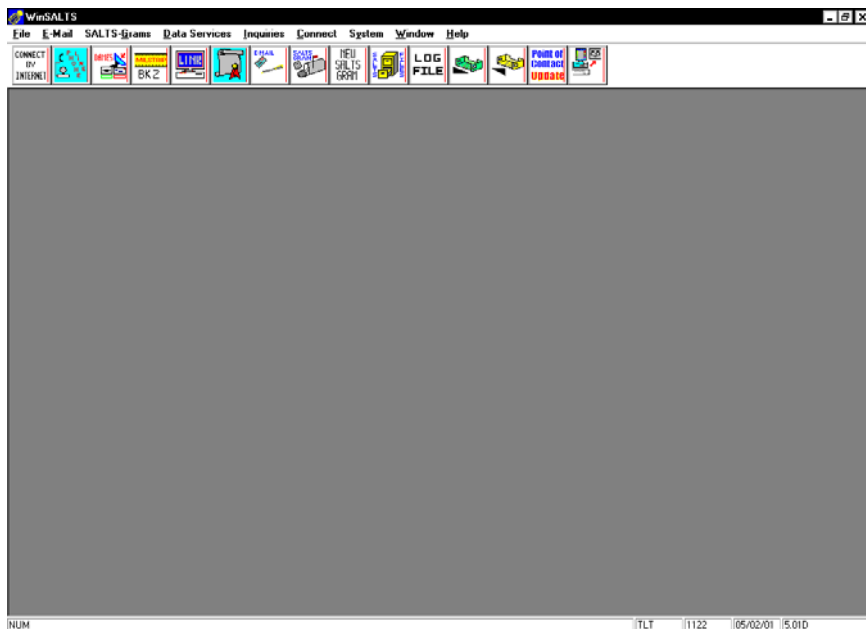
Click the OK button.



The image shows a 'User Logon' dialog box for WinSALTS. The title bar reads 'WinSALTS User Logon'. On the left, there is a blue graphic with the text 'Powered By SALTS'. Below this are two buttons: 'DOD Warning' and 'SALTS News'. Further down, there are two text boxes: 'Date: 05/02/2001' and 'Julian Date: 1122'. The main area of the dialog box contains the following text: 'Welcome to WinSALTS', 'Standard Automated Logistics Tool Set', and 'Please select User ID and Enter Your Password:'. Below this text are two input fields: 'User ID:' with a dropdown menu showing 'MARZIALE' and 'Password:' with a text box containing 'xxx'. A note below the password field states: 'NOTE: Your password will display as stars.' At the bottom of the main area are two buttons: 'OK' and 'Cancel'. At the very bottom of the dialog box, there are two text boxes: 'Site Account Code: TLT' and 'Release: 5.01D'.

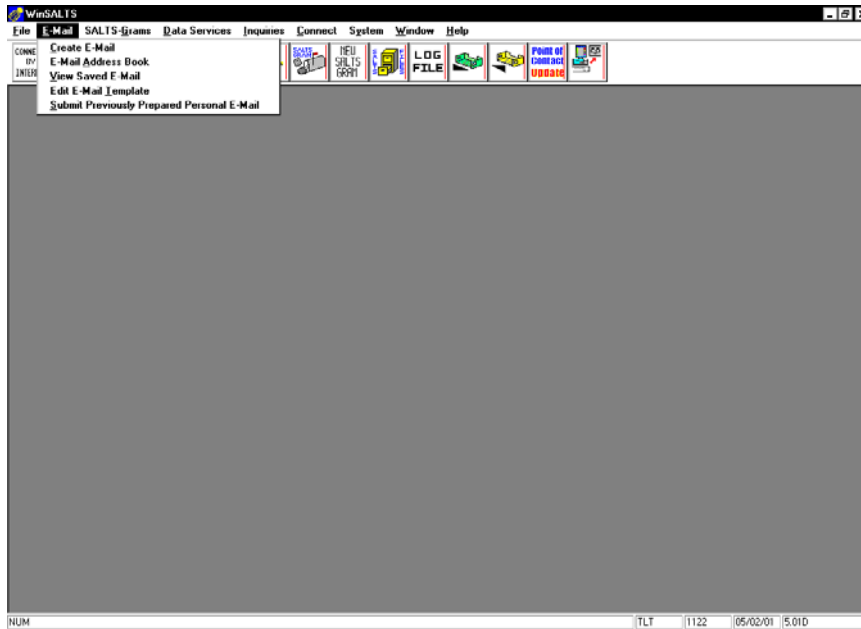
WinSALTS/32 MAIN MENU

This is the WinSALTS/32 main menu. Notice that the software version number appears in the lower right-hand corner of the screen. Moving left from the version number is the current Gregorian Date, Julian Date, and SALTS Activity Code. Date information is taken from the computer's system clock.



E-MAIL MENU

WinSALTS/32 has the capability to send & receive Internet email. The E-Mail menu has options that allow you to create e-mail, build an e-mail Address Book, view e-mail that you received and saved, and other functions.



NOTE: Each SALTS account comes with an Internet e-mail address, which can be used to exchange e-mail with other Internet users. Your SALTS e-mail address is your 3-character SALTS Activity Code followed by “@salts.icpphil.navy.mil”. For example, PKI is the SALTS Activity Code for the USS PHILADELPHIA. Therefore, pki@salts.icpphil.navy.mil is the SALTS e-mail address for this customer.

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CREATE E-MAIL OPTION

Select the Create Mail option to compose e-mail that you would like to send. A sample email is displayed below.

Enter Subject line information.

Click “TO” for the e-mail’s destination.

Enter the e-mail address of the destination on the “Addressees” line.

Click the Add button.

Click “CC” for courtesy copy destination, if any.

Enter the e-mail address of the courtesy copy destination, if any.

Click the Add button.

Click “BCC” for blind courtesy copy destination, if any.

Enter the e-mail address of the blind courtesy copy destination, if any.

Click the Add button.

Click the Group button to select e-mail addresses from your WinSALTS E-mail Address Book.

Click the Add to Group button to add an e-mail address into you WinSALTS E-mail Address Book.

Type your e-mail message in the Message Text box.

Click the Attachment’s Add button if you want to send attachments with the e-mail.

Select the file(s) you wish to attach to the e-mail.

Click the Done button to complete the e-mail for SALTS transmission.

The screenshot shows the 'WinSALTS Create E-Mail Message' dialog box. It has a menu bar with 'File' and 'Edit'. The 'Subject' field contains 'STATUS REPORT'. The 'Addressees' section has radio buttons for 'TO', 'CC' (selected), and 'BCC'. Below these are buttons for 'Add', 'Delete', 'Groups', and 'Add To Group'. The 'Attachments' section has 'Add' and 'Delete' buttons. The 'TO:' field contains 'abrewer@salts.navy.mil'. The 'Attachments:' field contains 'Jan01.doc'. The main text area contains the following message:

WinSALTS E-mail from SALTS Activity Code TLT
Ref: 27 Apr 2001 13:44:48
Greetings, Angie and Bill...
Attached is my monthly status report from January, 2001. It is sent for your records.
Regards,
- Mark

E-MAIL ADDRESS BOOK OPTION

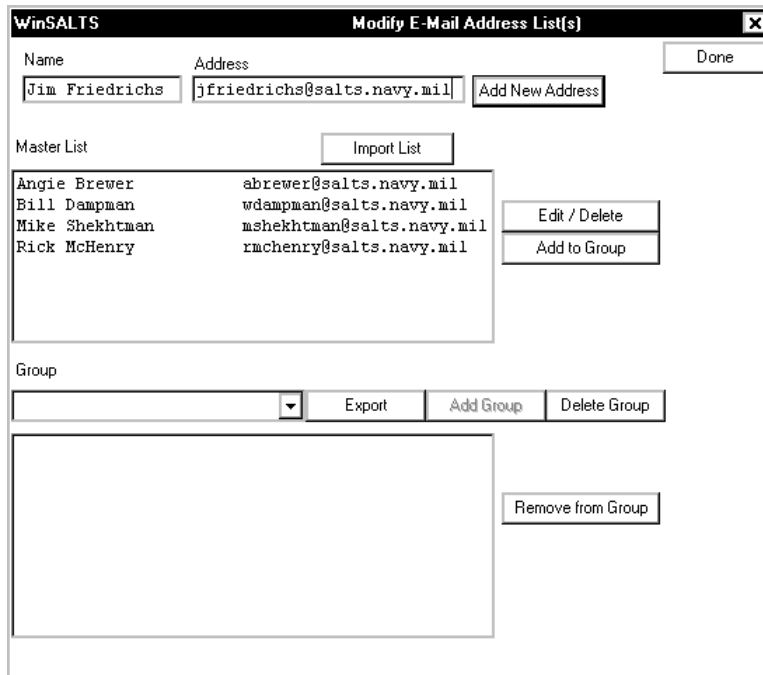
This option allows you to build and manage an E-Mail Address Book.

Enter a descriptive name in the Name field.

Enter the e-mail address in the Address field.

Click the Add New Address button.

Click the Done button to exit.



The dialog box titled "WinSALTS Modify E-Mail Address List(s)" contains the following elements:

- Name** and **Address** text fields with "Jim Friedrichs" and "jfriedrichs@salts.navy.mil" respectively.
- Add New Address** button.
- Done** button.
- Master List** section with an **Import List** button and a table of contacts:

Name	Address
Angie Brewer	abrewer@salts.navy.mil
Bill Dampman	wdampman@salts.navy.mil
Mike Shekhtman	mshekhtman@salts.navy.mil
Rick McHenry	rmchenry@salts.navy.mil

- Edit / Delete** and **Add to Group** buttons next to the Master List.
- Group** section with a dropdown menu, **Export**, **Add Group**, and **Delete Group** buttons.
- Remove from Group** button.

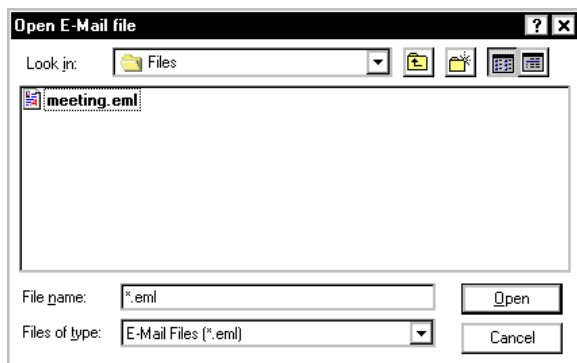
VIEW SAVED E-MAIL OPTION

This option is used to recall and view e-mail that was previously downloaded from SALTS and then saved to disk.

Select the drive and folder (directory) where the e-mail files were saved.

Select the file name of the e-mail you want to view.

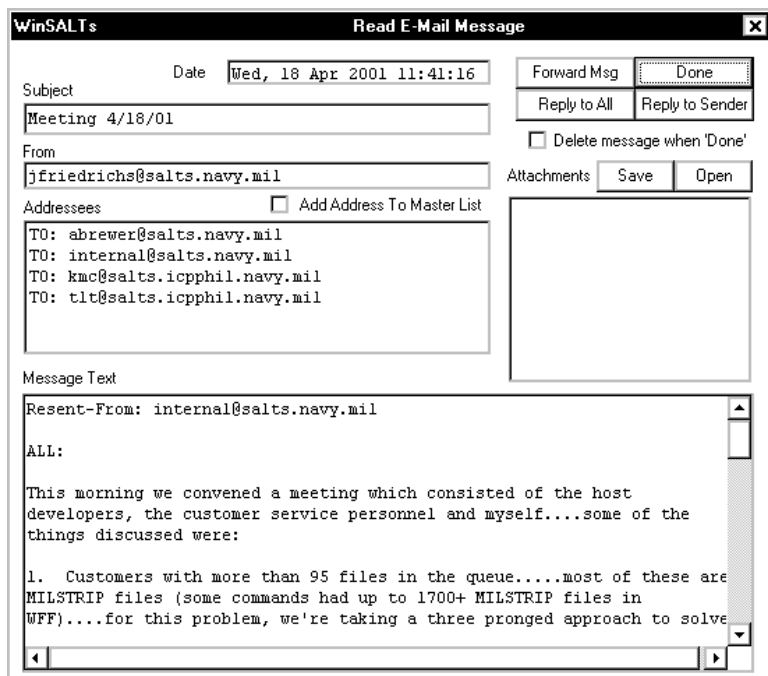
Click the OK button.



The "Open E-Mail file" dialog box includes:

- Look in:** A dropdown menu showing "Files" with icons for folders, files, and a search icon.
- A file list showing "meeting.eml".
- File name:** A text field containing "*.eml".
- Files of type:** A dropdown menu set to "E-Mail Files (*.eml)".
- Open** and **Cancel** buttons.

The selected e-mail is then displayed on screen.

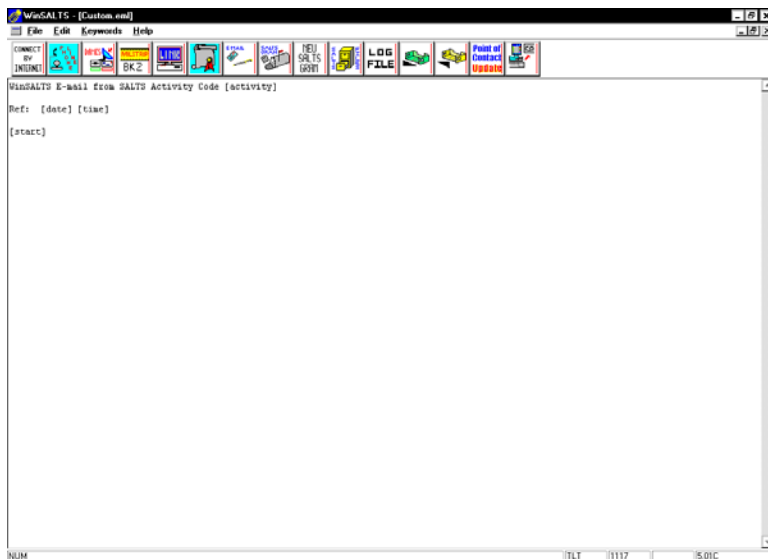


EDIT E-MAIL TEMPLATE OPTION

This option can be used to save time and keystrokes by automatically inserting text into e-mails you create. The following is an example of a template. Use of this option is not required.

Select File, Save to save the template.

Select File, Exit to exit the template.



SUBMIT PREVIOUSLY PREPARED PERSONAL E-MAIL OPTION

Many U.S. Navy and U.S. Coast Guard ships have two SALTS accounts: one in the Supply Department for preparing official SALTS traffic, and another for preparing the crew's outgoing personal e-mail. The SALTS personal e-mail account is usually located in a space where all crewmembers have access to, so they can type e-mail to send to family and friends. Oftentimes, this SALTS e-mail account does not have the ability to actually transmit the e-mail. In these cases, a designated person, such as the ship's SALTS Administrator, periodically comes by the computer workstation to seal the prepared e-mail files into a SALTS transmission packet. After the transmission packet has been made, the packet is moved to a floppy disk. He/she then takes this transmission packet file and prepares it for transmission on the Supply Department's SALTS account. It is at this time that the "Submit Previously Prepared Personal E-Mail" option is used.

To create the sealed transmission packet:

Go to the personal e-mail SALTS account.

Start WinSALTS/32.

Select the Connect drop-down menu.

Select the By Telephone option.

Click the Connect button.

When the modem transmission screen appears, click the Cancel button.

Exit WinSALTS/32.

Move the sealed packet file from the **\\winsalts32\\outgoing** directory to a floppy disk.

To prepare the packet for transmission:

Return to the SALTS account that is able to transmit.

Start WinSALTS/32.

Select the E-Mail menu.

Select Submit Previously Prepared Personal E-Mail.

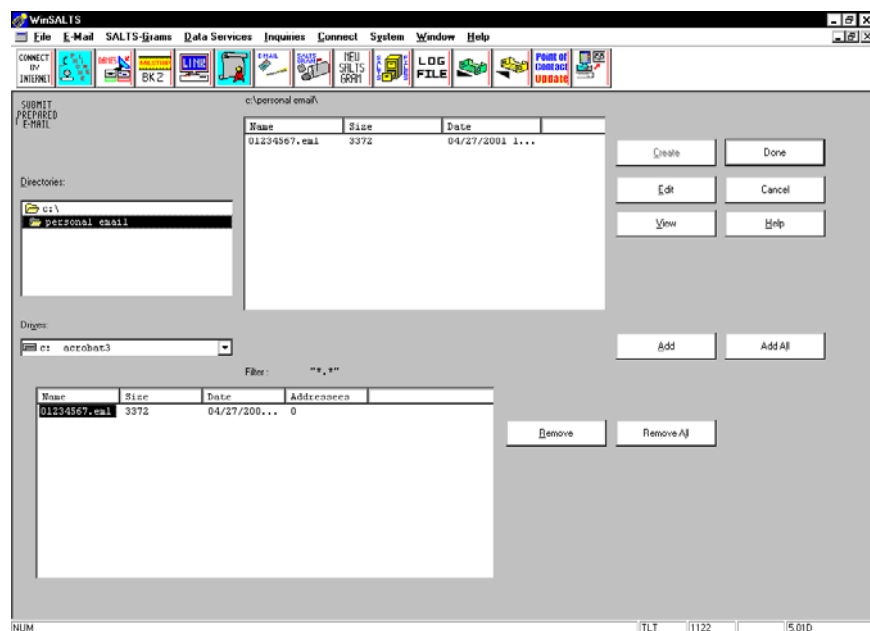
Insert the disk that contains the sealed e-mail transmission packet file.

Select the appropriate drive (usually A:).

Highlight the packet file name.

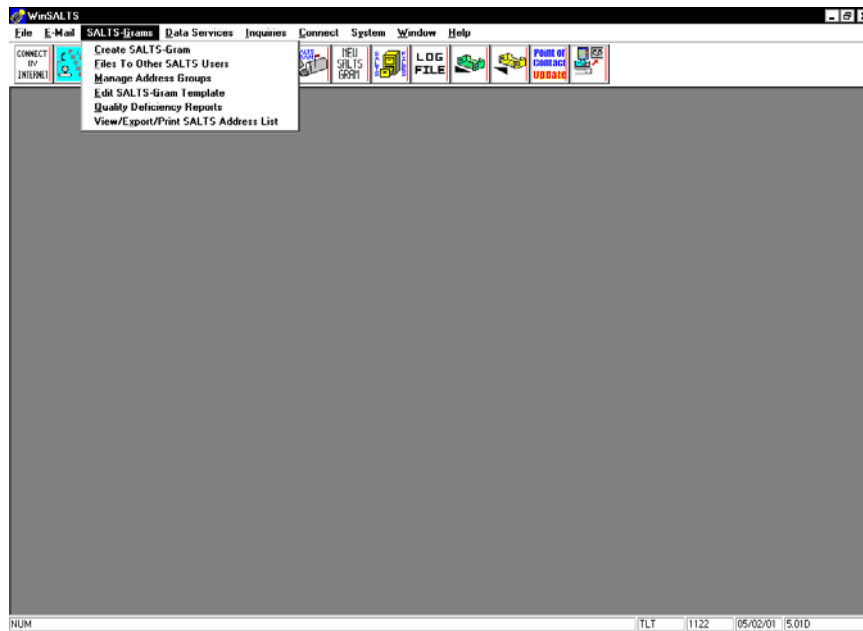
Click the Add button.

Click the Done button.



SALTS-GRAM MENU

WinSALTS/32 can send text messages and other types of computer files to other SALTS customers. Messages can be created on SALTS, or existing files from other programs and systems can be prepared for SALTS transmission.



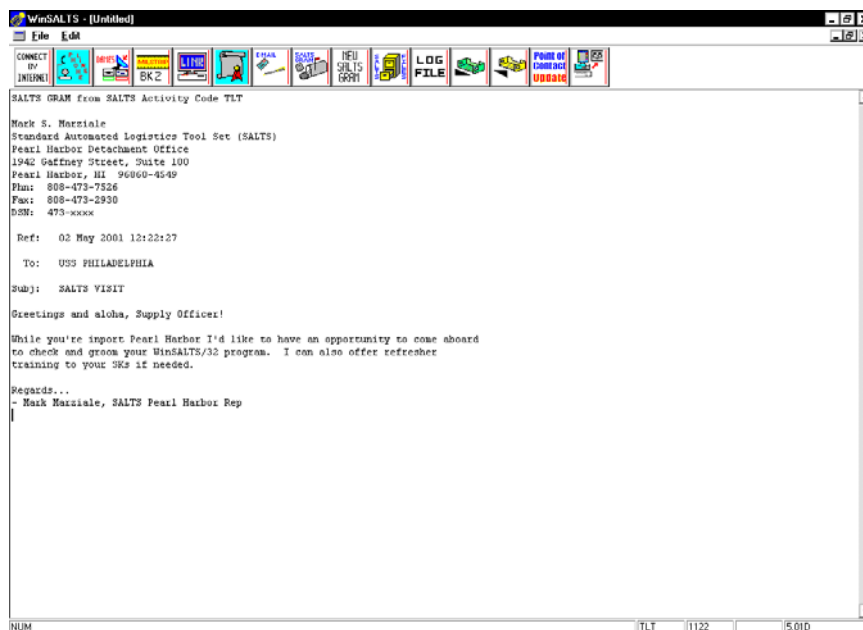
CREATE SALTS-GRAM OPTION

This option allows you to create a simple text-only message that you can send to other SALTS customers.

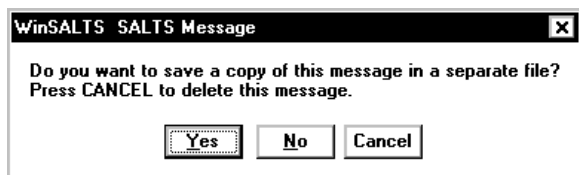
Type your message.

Select File/Print to print your outgoing message, if desired.

Select File/Close when you're done typing (during the next step SALTS will ask if you want to save the message).



Click the Yes button if you want to save your outgoing message to disk.
Click the Yes button if you want to send your message without saving it to disk.
Click the Cancel button to abort the message and return to the Main Menu.

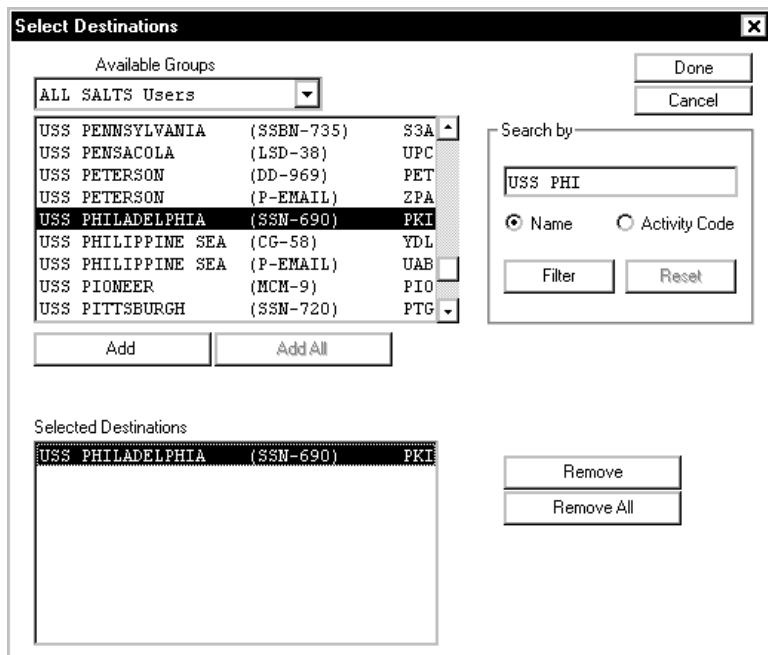


The Select Destinations box appears. The ALL SALTS Users address list appears by default. At least one address must be selected to transmit the message. The SALTS program does not use any contents of the message to deliver the message. Messages are delivered to activities that are selected from the SALTS address list.

Searching the Address List by Activity Name.

The Search By option allows the SALTS operator to search for an address, using either the long name of the SALTS activity or its 3-character SALTS Activity Code. In the example below, the USS PHILADELPHIA was searched using its long name. Using an active search scheme, the SALTS program was able to find the activity after only typing the letters "USS PH".

Type the activity's name in the Search by box.
Highlight the address destination of interest.
Click the Add button.
Search and select other address destinations as necessary.
Click the Done button when finished.



FILES TO OTHER SALTS USERS OPTION

This option allows you to prepare already-existing files for SALTS transmission. These files can come from many other programs and systems. The SALTS program can transmit any file, in any format. These types of files include, but are not limited to, Word documents (.DOC), Excel spreadsheets (.XLS), PowerPoint presentations (.PPT), Adobe Acrobat documents (.PDF), graphic files (.JPG, .GIF, etc.), compression files (.ZIP), executable files (.EXE), command files (.COM), database files (.DAT), text files (.TXT), and so on. The general rule of thumb is “if you can save it to a disk, it can be sent on SALTS.”

Selecting the “Files to Other SALTS Users” option brings up window pictured below.

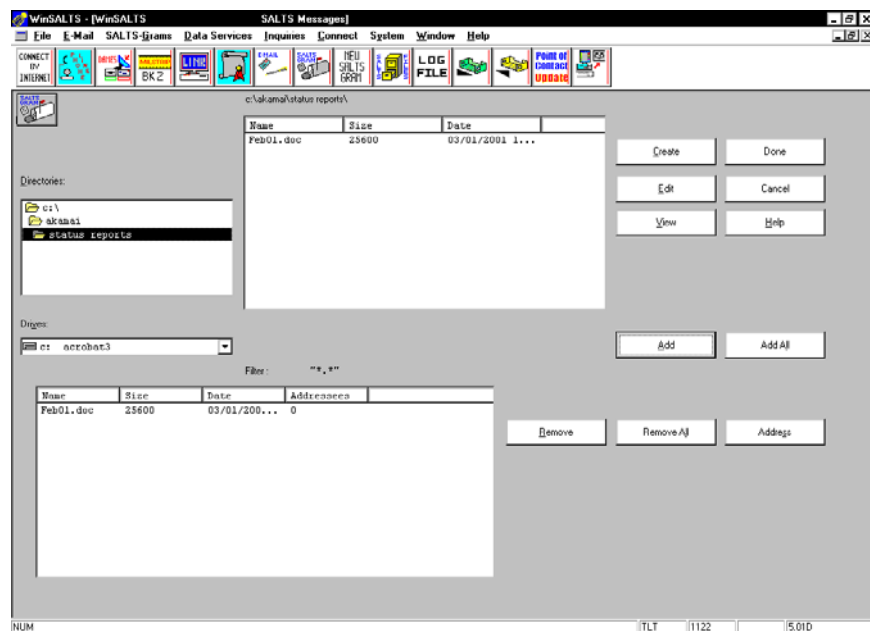
Select the appropriate drive for the file to be sent.

Select the appropriate directory.

Highlight the file of interest in the “Files” box.

Click the Add button. The file name will appear in the “Files Selected” box.

Click the Address button to go to the SALTS address list.



Other Buttons

Other buttons appear onscreen. A brief explanation of their use follows:

- Create: Create a SALTS-Gram. This is the same as the Create a SALTS-Gram option.
- Edit: Edit the highlighted file. The file should be an ASCII-Text file.
- View: Display the highlighted file. (Text only files!)
- Cancel: Aborts this screen and returns to the SALTS Main Menu.
- Add All: Selects all files in the “Files” box.
- Remove: Removes the highlighted file in the “Files Selected” box.
- Remove All: Removes all files in the “Files Selected” box.

The Select Destinations box appears. The ALL SALTS Users address list appears by default. At least one address must be selected to transmit the file. The SALTS program does not use any contents of the file to deliver the file. Files are delivered only to activities that are selected from the SALTS address list.

Searching the Address List by SALTS Activity Code.

The Search By option allows the SALTS operator to search for an address, using either the long name of the SALTS activity or its 3-character SALTS Activity Code. In the example below, the USS PHILADELPHIA was searched using its SALTS Activity Code, which is PKI.

Click the Activity Code button.

Enter the SALTS Activity Code of interest in the Search by box.

Highlight the address destination of interest.

Click the Add button.

Search and select other address destinations as necessary.

Click the Done button when finished.

Select Destinations

Available Groups: **ALL SALTS Users**

USS PENNSYLVANIA	(SSN-735)	S3A
USS PENSACOLA	(LSD-38)	UPC
USS PETERSON	(DD-969)	PET
USS PETERSON	(P-EMAIL)	ZPA
USS PHILADELPHIA	(SSN-690)	PKI
USS PHILIPPINE SEA	(CG-58)	YDL
USS PHILIPPINE SEA	(P-EMAIL)	UAB
USS PIONEER	(MCM-9)	PIO
USS PITTSBURGH	(SSN-720)	PTG

Search by:

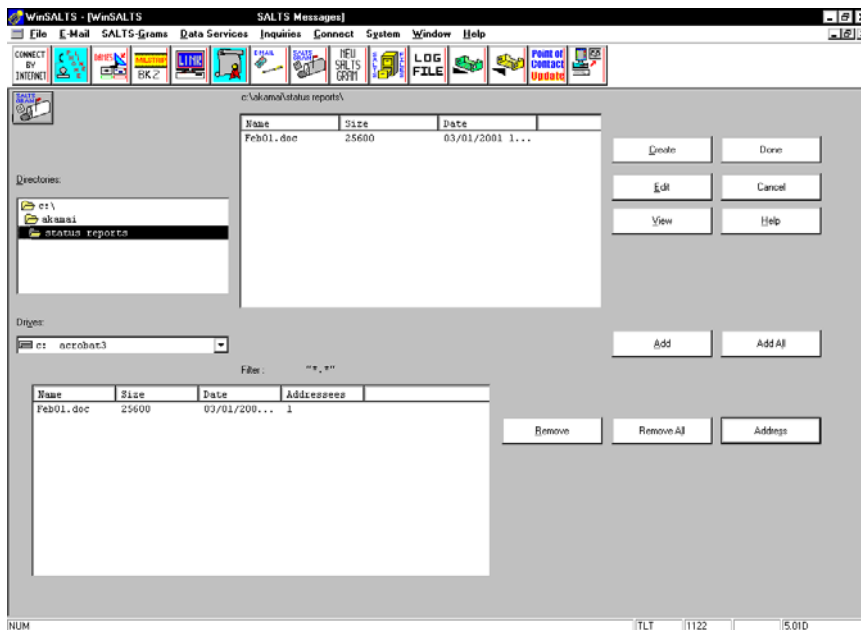
☐ Name ☒ Activity Code

Selected Destinations

USS PHILADELPHIA	(SSN-690)	PKI
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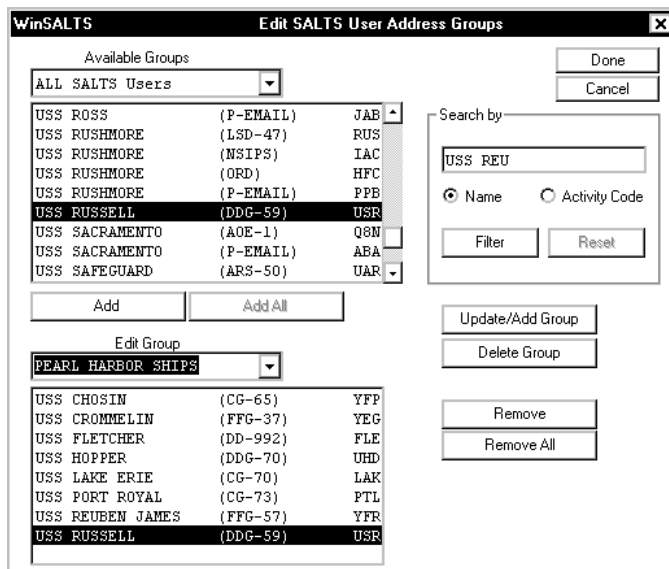
The SALTS program returns you to the previous menu.
 Notice the “Number of Addressess” column in the “Files Selected” box.
 Click the Done button when finished.



MANAGE ADDRESS GROUPS OPTION

WinSALTS/32 allows you to create message address groups. This is helpful if you routinely send messages and files to the same activity or group of activities. Multiple groups can be created, updated, or deleted later as necessary.

Type a description for your group in the “Edit Group” box.
 Search the activity you wish to include in the address group.
 Click the Add button.
 Search and select all other activities you wish to include in the address group.
 Click the Update/Add Group button.
 Click the Done button when finished.



EDIT SALTS-GRAM TEMPLATE OPTION

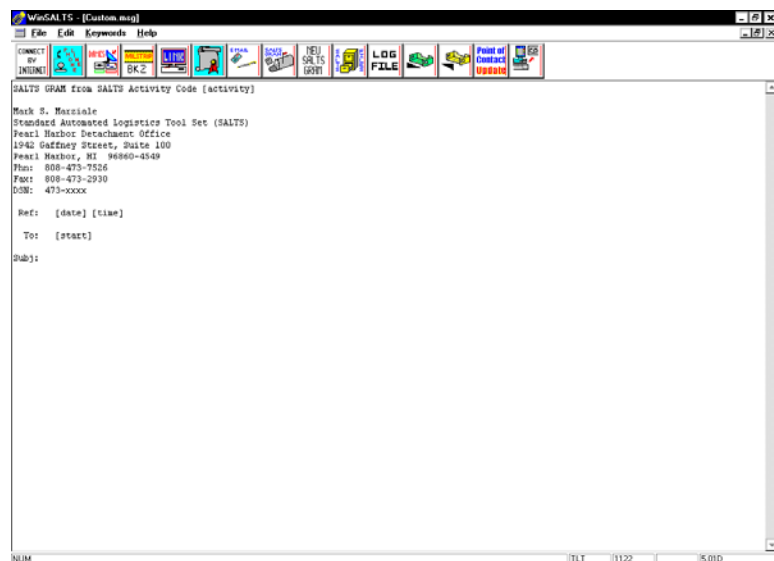
This option can be used to save time and keystrokes by automatically inserting text into SALTS-Grams you create. Information such as the sender's name, address and phone numbers can be included. The following is an example of a template. A default template is included in the program, but customers should customize their templates.

Edit your template.

Use the Keyword options, if desired.

Select File, Save to save the template.

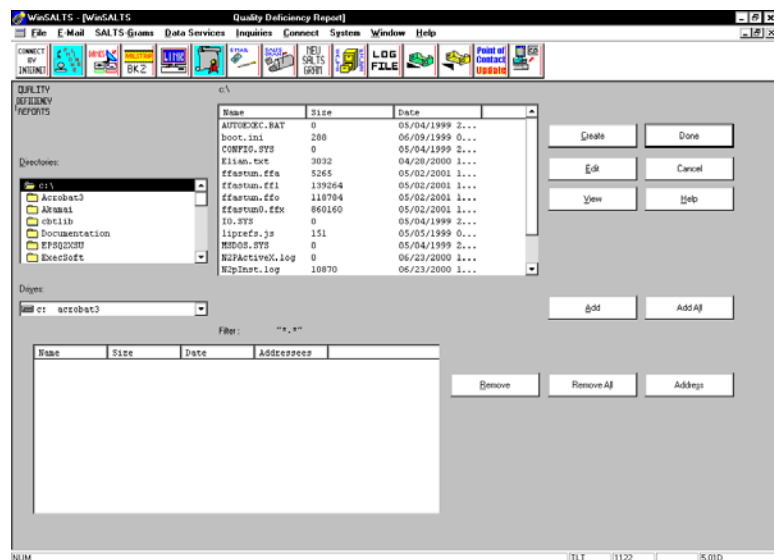
Select File, Exit to exit the template.



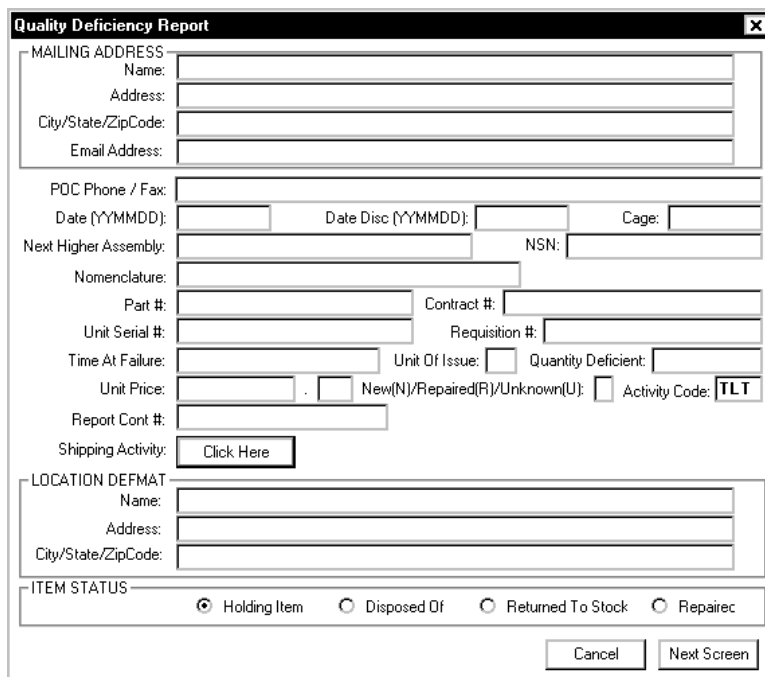
QUALITY DEFICIENCY REPORTS OPTION

WinSALTS/32 provides a means of creating and transmitting Quality Deficiency Reports (QDRs) electronically. The QDR is created using an onscreen form that is filled out using the keyboard.

Click the Create button.



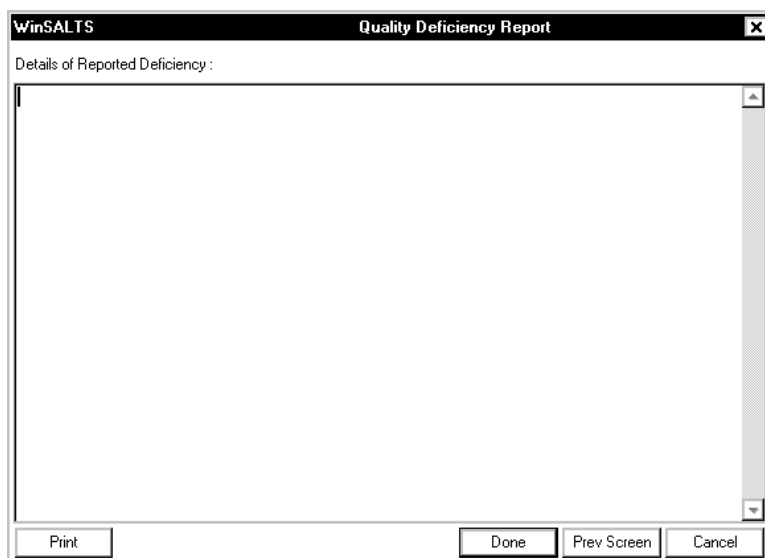
The QDR electronic form appears.
Enter all QDR data completely and accurately.
Click the Next Screen button when finished.



The form is titled "Quality Deficiency Report" and contains several sections for data entry. The "MAILING ADDRESS" section includes fields for Name, Address, City/State/ZipCode, and Email Address. The "POC Phone / Fax:" field is followed by "Date (YYMMDD):", "Date Disc (YYMMDD):", and "Cage:". The "Next Higher Assembly:" field is followed by "NSN:". The "Nomenclature:" field is followed by "Part #:" and "Contract #:". The "Unit Serial #:" field is followed by "Requisition #:". The "Time At Failure:" field is followed by "Unit Of Issue:" and "Quantity Deficient:". The "Unit Price:" field is followed by a dropdown menu for "New(N)/Repaired(R)/Unknown(U):" and a dropdown menu for "Activity Code:" with "TLT" selected. The "Report Cont #:" field is followed by a "Click Here" button. The "LOCATION DEFMAT" section includes fields for Name, Address, and City/State/ZipCode. The "ITEM STATUS" section has four radio buttons: "Holding Item" (selected), "Disposed Of", "Returned To Stock", and "Repairec". At the bottom right are "Cancel" and "Next Screen" buttons.

Enter the details of the report.
Click the Print button for a hardcopy printout of the QDR.
Click the Done button.

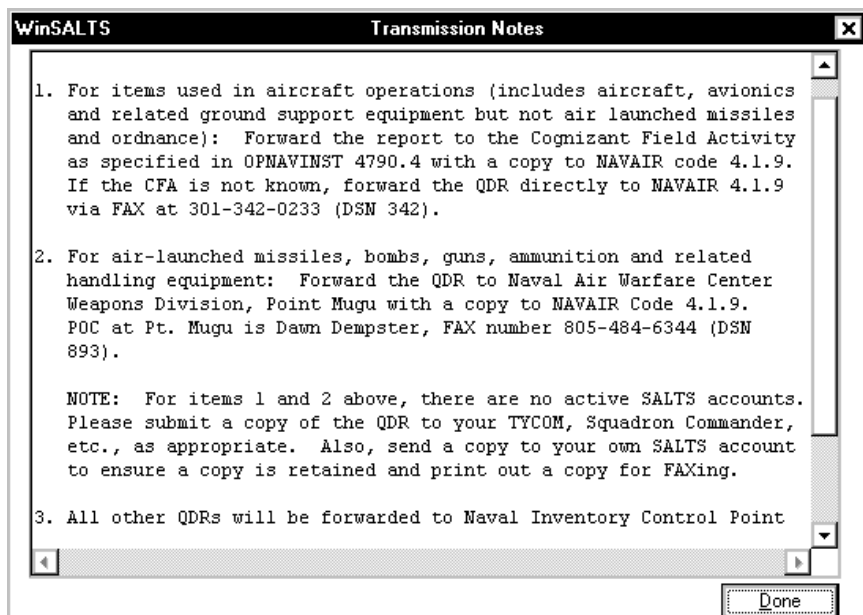
Important Note: As will become apparent on the next screen, not all QDRs can be transmitted via WinSALTS/32. QDRs relating to aircraft and ordnance items need to be faxed as directed in the Transmission Notes on the next screen. Therefore, it is important you take the time now to print the QDR. This will also ensure you have a copy of the QDR for filing.



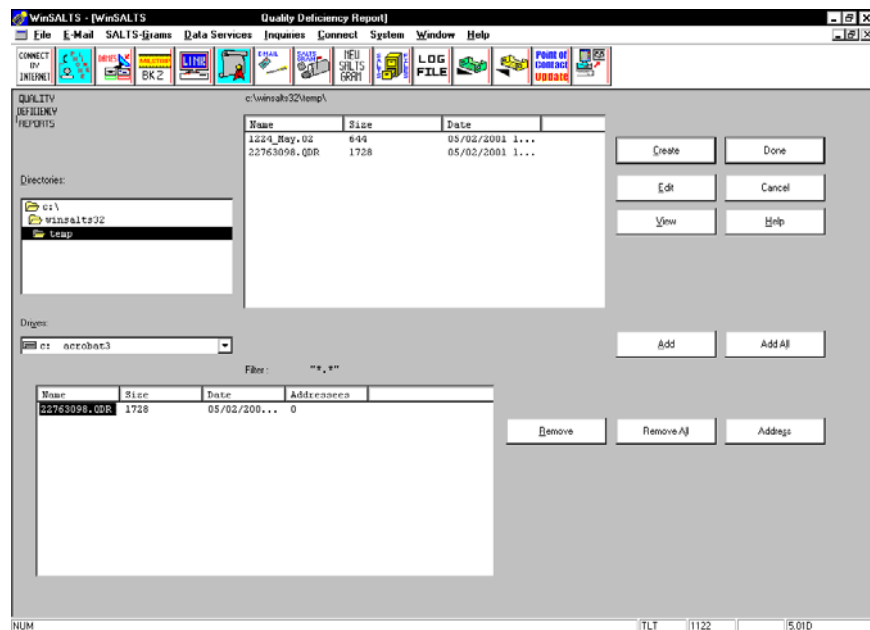
The form is titled "WinSALTS Quality Deficiency Report" and contains a large text area for "Details of Reported Deficiency:". At the bottom are "Print", "Done", "Prev Screen", and "Cancel" buttons.

Read the Transmission Notes. These tell you where the QDR files need to be sent!
Click the Done button.

Note: If you forgot to get a printout of your QDR, and need return to the Print option, do the following steps. (1) Click the “X” box to close the Transmission Notes window, (2) Highlight the .QDR file name on the window that appears, (3) Click the Edit button to return to the QDR input window, (4) click the Next Screen button. You should now be on the window with the QDR Print option.



You are returned to the following menu.
Highlight the outgoing QDR file. It will have the file extension of “.QDR”.
Click the Address button to address the file(s).



Search and find the activity destination for your QDR as explained by the Transmission Notes.
 Highlight the activity name.
 Click the Add button.
 Click the Done button.

Select Destinations

Available Groups: ALL SALTS Users

NAVICP-M CODE 0417	BHU
NAVICP-M CODE 0541	SP3
NAVICP-M CODE 05513 CDA/FMS	SPB
NAVICP-M CODE 0553 COSAL PROD	SP9
NAVICP-M CODE 10422 QDR SCREEN	SCE
NAVICP-M CODE 872 NUCLR SUPPRT	SNR
NAVICP-M CUSTOMER SERVICE	SCC
NAVICP-M NR TEAM 1	MDP
NAVICP-M NUCLEAR (BREIDINGER)	MMX

Search by: SCE
☐ Name ☒ Activity Code
 Filter Reset

Add Add All

Selected Destinations: NAVICP-M CODE 10422 QDR SCREEN SCE

Remove Remove All

The SALTS program returns you to the previous menu.
 Notice the “Number of Addressess” column in the “Files Selected” box.
 Click the Done button when finished.

WinSALIS - [WinSALIS] Quality Deficiency Report

File E-Mail SALTS-Game Data Services Inquiries Connect System Window Help

CONNECT BY INTERNET

QUALITY DEFICIENCY REPORTS

Directories:

- c:\
- winalta32
- trap

Driver: c:\acrobot3

Filter: *.*

Name	Size	Date	Addressess
1224_May.02	644	05/02/2001 1...	
22763098.QDR	1728	05/02/2001 1...	

NUM TLT 1122 5.010

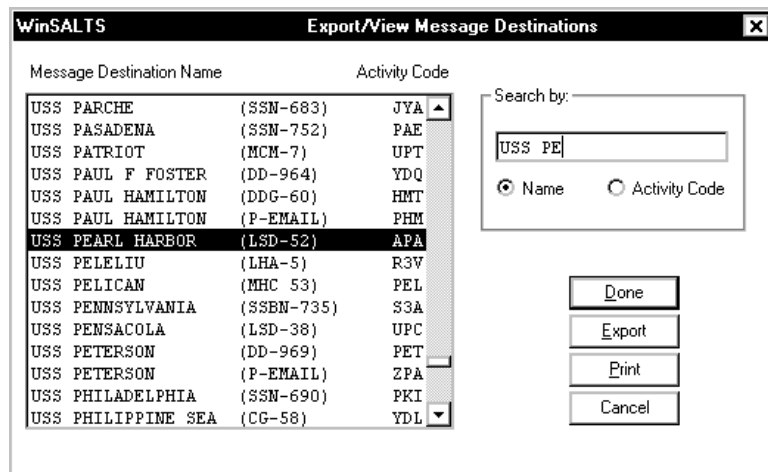
VIEW/EXPORT/PRINT SALTS ADDRESS LIST

This option can be used to print a hardcopy of the SALTS address list or to export it to an ASCII-Text file. Secondary to that, you can use this option to look-up activities to learn if they have SALTS, or to figure out their 3-character SALTS code. Before printing, consider that there are over 2,500 addresses on the list!

Search

Select either Name or Activity Code radio button.

Type the Name of the activity, or their 3-character SALTS code if known.



The dialog box titled "WinSALTS Export/View Message Destinations" contains a table of message destinations and a search section.

Message Destination Name	Activity Code
USS PARCHE (SSN-683)	JYA
USS PASADENA (SSN-752)	PAE
USS PATRIOT (MCM-7)	UPT
USS PAUL F FOSTER (DD-964)	YDQ
USS PAUL HAMILTON (DDG-60)	HMT
USS PAUL HAMILTON (P-EMAIL)	PHM
USS PEARL HARBOR (LSD-52)	APA
USS PELELIU (LHA-5)	R3V
USS PELICAN (MHC 53)	PEL
USS PENNSYLVANIA (SSBN-735)	S3A
USS PENSACOLA (LSD-38)	UPC
USS PETERSON (DD-969)	PET
USS PETERSON (P-EMAIL)	ZPA
USS PHILADELPHIA (SSN-690)	PKI
USS PHILIPPINE SEA (CG-58)	YDL

Search by: ☒ Name ☐ Activity Code

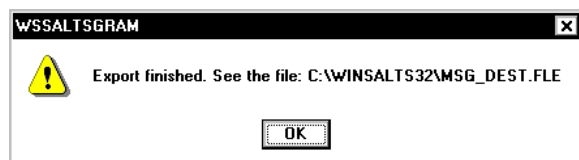
Buttons: Done, Export, Print, Cancel

Export

Click the Export button.

The address is sent to file `\winsalts32\msg_dest.fle` on the hard drive.

Click the OK button.



Print

Click the Print button.

Select your printer.

Click the OK button.

(End of Document)